

WISCONSIN
INTEROPERABILITY
SEAMLESS STATEWIDE **A** PUBLIC SAFETY RADIO COMMUNICATIONS



Communications Unit
Standard Operating Guidelines
Position Task Book Evaluator and
Final Evaluator Endorsement
Application Packet

*Forms 4 and 5 are included within this packet

November 2019

Purpose

The Wisconsin Communications Unit Standard Operating Guidelines (SOG) establishes the process for requesting recognition for position-specific roles within the Incident Command System (ICS) organization, specifically to Communications Unit personnel within the State of Wisconsin.

The SOG contains statements of best practices which, in many cases, strive to exceed and improve upon prevailing standard practices, standards, and qualifications. The position task book evaluator endorsement requirement is an example of Wisconsin's desire to improve upon existing practices to ensure the highest standards for the various communications unit training and recognition programs.

The purpose of the evaluator and final evaluator endorsement is to ensure that individuals serving in these two positions are qualified and proficient in the position being evaluated or are qualified in a position that supervises that position within the Incident Command System (ICS) Communications Unit organization.

Requirements

Applications for **Evaluator** Endorsement will be assessed on criteria including, but not limited to the following:

- Completion of the most current versions of online ICS courses 100, 200, 700, and 800 as listed in the FEMA training catalog
- Documented body of work that demonstrates hands on experience in communications that has allowed for the sign-off of the Position Task Book (PTB) for either COML or COMT
- Existing position-specific recognition by the Land Mobile Radio Subcommittee
- Continued engagement/participation in communications post-recognition
- Demonstrated understanding of the requirements/procedure for signing off PTBs
- Demonstrated ability to function independently
- Demonstrated technical skills
- Demonstrated ability in interpersonal communication
- Demonstrates the ability to objectively and professionally evaluate others
 - Candidate may be asked to perform an evaluation under the observation of a final evaluator at the discretion of the COMU WG

Applications for **Final Evaluator** Endorsement will be assessed on criteria including, but not limited to the following:

- Must have attained Evaluator recognition
- Must be a state-recognized COML and COMT
- Demonstrated exceptional interpersonal communication skills
- Actively engaged as a mentor to others
- Have been observed by a SME while mentoring others
- Documented high quality body of work
- Recommendations by COMM peers
- Submitted letter of interest to the COMU WG
- An in-person evaluation meeting with the COMU WG may be required

Instructions

Application Type

- Select endorsement level being applied for

Applicant Information

- Name: Your full legal name
- Agency: The agency providing workers compensation and other liability-related protections
- Agency Address
- County of your home agency
- 24/7 Telephone: Note the preferred number to reach you after business hours

Materials to be submitted with the applicant's endorsement application

- Completed COMU Position Task Book Evaluator Endorsement Application
- COMU Evaluator/Final Evaluator Experience Record for any incident, event, or exercise that the applicant participated in after the individual was originally recognized or five (5) years, whichever is less.
- Available supplemental ICS documentation for activities listed in the experience record.
Examples include:
 - IAP – Incident Action Plan
 - ICS 201 – Incident Briefing
 - ICS 205 – Incident Radio Communications Plan
 - ICS 205A – Communications List
 - ICS 214 – Activity Log
- For evaluator endorsement, provide written answers to the following questions:
 - o Why are you interested in becoming an evaluator?
 - o What qualifies you to be an evaluator of others?
- Any other relevant information/documentation that relates to your ability to fulfill the requirements of the endorsement you are applying for.

Submission

Submit the completed application and all supporting documentation electronically to the Office of Emergency Communications general email address of Interop@wisconsin.gov or send copies to:

Wisconsin Department of Military Affairs
Office of Emergency Communications
Attn: Statewide Interoperability Coordinator (SWIC)
2400 Wright Street
Madison, WI 53708



COMU Position Task Book Evaluator Endorsement Application



Initial Application Renewal Status Agency Change

Select endorsement level being applied for:

Evaluator Final Evaluator

Full Name _____

Agency Name _____

Agency Address _____

County _____

Business Phone _____ 24/7 Phone _____

Email Address _____

Rank or Title _____

Signature _____ Date _____

DMA/OEC Use Only

Date Received by/Date _____

Reviewed for Completeness/Date _____

Reviewed by COMU WG / Date _____

WG Recommendation/ Additional Comments _____

LMR Action and Date

Other Comments



COMU Evaluator/Final Evaluator Experience Record



Full Name _____

Agency Name _____

Check all current recognized positions: COML COMT INCM RADO INTD AUXC

Incident Name Location Date Position Incident Type Duration

Signature _____ Date _____